

## PhD Log

**The PhD Log is a facility within LSE for You for research students to record the outcomes of their supervisory meetings. The PhD Log is LSEs formal record of attendance and engagement for PhD Students and it is a School requirement that you ensure this has an up to date record of your supervisory meetings. It is especially important if you hold a Tier 4/ Student visa as it is required to support our continuing sponsorship of your visa.**

Please contact the PhD Academy via [this enquiry form](#) if you have any queries or questions about using the PhD Log.

### To use the PhD Log

There will be a link from your LSE for You account that will take you to your PhD log homepage. This page will provide you with the following information:

- the names of your supervisors
- the Doctoral Programme Director for your department
- your submission deadline
- dates of any fieldwork or interruptions taken
- provisional thesis title (the PhD log will allow you to amend this title if it changes)
- communication log entries
- to create a new log entry you need to click on the create log entry button and this will lead you to the first screen. This screen allows you to enter the details of the supervisory meeting, e.g. what type of meeting (in person, skype), the date and time and how long the meeting lasted. Once the information has been saved you will be taken to the next screen and this is where you will enter the details and action points of the meeting.
- the PhD Log allows students to attach documents to any log entry using the browse function. Once the details have been entered and assigned to a supervisor you can either save as a draft or publish the entry. You cannot edit the log entry once it has been published.
- Your supervisor will receive an email once your entry has been published and they will then comment and sign it off.
- Please contact the PhD Academy if you need any advice on using the PhD Log